



Services

GOVERNMENT QUARTERS AND DINING FACILITIES

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This pamphlet lists the availability of government quarters and meals at all Air Force installations designated as either a base or station, and other Air Force activities that have either government quarters or meals. It also lists the availability of club meals at overseas locations. Further, it contains Air Force procedures concerning meal availability for temporary duty (TDY) officers, enlisted, and Department of Defense (DoD) civilians on days of travel, and when quartered off a US installation. It is published under the Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U4400-B, and Joint Travel Regulations (JTR), Volume 2, paragraph C1055. It applies Air Force wide, including Air Force Reserve and Air National Guard (ANG) personnel. Send proposed supplements to this pamphlet to Headquarters Air Force Services Agency, Directorate of Financial Management and Comptroller, Troop Support Stock Fund Branch (HQ AFSVA/SVFFS), 10100 Reunion Place, Suite 400, San Antonio TX 78216-4138 for approval before publication. Compliance with this publication is mandatory.

SUMMARY OF REVISIONS

★This revision changes installation designations and office symbols; updates major command (MAJCOM) designations and quarters and meals information (attachments 2 and 3); authorizes TDY officers and DoD civilians to use the dining facility at locations where the installation commander has determined government meals are available for DoD TDY travelers; and consolidates meal information in attachments 2 and 3 and updates codes in table 1. A ★ indicates revisions from the previous edition.

	Paragraph
Section A—Government Quarters and Meals	
Government Quarters.....	1.
Government Meals.....	2.
Section B—Applicability	
Applicability to Civilian, Air Force Reserve, and Air National Guard Personnel.....	3.
Applicability to Exercises and Operations.....	4.
Installations Listed.....	5.
Section C—Responsibilities	
HQ AFSVA/SVFFS.....	6.
MAJCOM Actions.....	7.
Base and Station Actions.....	8.
Base FSO.....	9.
Section D—Changes to Attachments 2 and 3	
Changes and Updates.....	10.
★Adding or Deleting Installations.....	11.

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Tables

1. Codes Used in Attachments 2 and 3.	4
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Attachments

1. GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS	5
2. DIRECTORY--CONUS LOCATIONS.....	6
3. DIRECTORY--OVERSEAS LOCATIONS.....	10

Section A—Government Quarters and Meals

1. Government Quarters. Government quarters include all government-owned visiting officer quarters (VOQ), visiting airman quarters (VAQ), and government-funded transient quarters, whether leased or contract, that meet the minimum adequacy standards of AFI 34-601, *Air Force Lodging Program*.

2. Government Meals. Government meals listed in attachments 2 and 3 are those available in an appropriated fund dining facility, and those available in dining facilities operated by a US Government contractor when meals are furnished with or without charge incident to an official assignment under a contract (★See JFTR, Volume 1, paragraph U4125-A3b, and paragraph U4125-A3g, *Deductible Meals*, and JTR, Volume 2, paragraph C4554). Meals in medical service facilities; flight kitchens; and alert, fire station, carry out, or other satellite facilities are not included in attachments 2 and 3.

★2.1. The installation commander determines the availability of government meals for TDY travelers. The dining facility manager computes the rated dining facility serving capacity in accordance with guidance contained in AFH 32-1084, *Standard Facility Requirements Handbook*, the current dining facility utilization rate per meal period, and the installation's average daily number of TDY visitors. The average daily number of TDY visitors is multiplied by .40, which is the propensity to eat meals in the dining facility by members subsisted-in-kind (SIK). The result is added to the current dining facility utilization rate per meal period. When the rated serving capacity of a dining facility exceeds the combined current utilization rate and the installation's average daily number of TDY visitors (adjusted by the propensity to eat factor), government meals will be made available to all DoD TDY travelers.

★2.1.1. Government meals should be considered available at all locations with a dining facility and where nonappropriated fund (NAF), base exchange, or base restaurant food facilities are not available, adequate, or readily accessible to the place of duty.

★2.1.2. All TDY travelers are authorized to use the dining facility at locations where the installation commander has determined government meals are available.

2.2. Government and club meals are considered not available on all traveling days and when on-installation government quarters are not available. This procedure also applies for members of the reserve components performing active duty tours and when a member is lodged in government quarters not at the TDY location (includes consolidated lodging at separate bases, e.g., Ramstein and Vogelweh are separate bases but use a consolidated lodging activity.)

2.3. When the 2-meal concept is used, it applies to weekends and holidays. Although the dining facility opens only for two meal periods (brunch and dinner), three meals are deemed to be available for permanent party personnel, including members of the reserve components performing annual tours, since the brunch features an expanded menu served over the breakfast and lunch time frame. **NOTE:** For bases with the 2-meal concept, the entries in attachments 2 or 3 will indicate meal availability as only two meals being available on these days.

Section B—Applicability**3. Applicability to Civilian, Air Force Reserve, and Air National Guard Personnel.**

★3.1. Civilian Employees. When the attachments are used for TDY civilian employees, use entries applicable to officers/enlisted as appropriate based on grade equivalency.

3.2. Air Force Reserve and ANG Personnel. This pamphlet applies to Air Force Reserve and ANG personnel, including those personnel who are considered to be at their permanent stations. Permanent party status for members on annual training does not affect members' eligibility for transient quarters or meals. When the attachments are used for Air Force Reserve and ANG personnel, the appropriate entries for TDY officers or enlisted personnel apply.

4. Applicability to Exercises and Operations. This pamphlet usually will not apply to personnel on scheduled exercises, maneuvers, and other such regular duty. The travel order will reflect availability or nonavailability of quarters and meals

during these exercises, maneuvers, and other duty functions. When the travel order does not address the availability of quarters or meals, this pamphlet applies.

5. Installations Listed. Attachments 2 and 3 list all Air Force, Air Force Reserve and ANG bases and stations, and all other Air Force installations, detachments, operating locations, and activities with government quarters, government meals, or, in overseas areas, clubs. Locations without such facilities are not listed. Government quarters and meals are considered as not available for travelers on official TDY orders to any Air Force, Air Force Reserve, or ANG location not listed in this pamphlet.

Section C—Responsibilities

6. HQ AFSVA/SVFFS. HQ AFSVA/SVFFS maintains this pamphlet and makes changes, as required, on receipt of change notices from installations. Message changes are sent to base-level Services offices; to all Financial Services Offices (FSO), to major command FSO and Services offices, and to the Defense Finance and Accounting Service (DFAS) at base-level, operating locations, accounting centers, and the headquarters.

7. MAJCOM Actions. MAJCOM/SVs review this pamphlet to make sure that all installations in the command are listed according to paragraph 5, and that the entries are correct. When an error is found, the base must send a written change notice to HQ AFSVA/SVFFS.

8. Base and Station Actions.

8.1. The commander of each Air Force, Air Force Reserve, and ANG base and station, and all other Air Force installations with government quarters or meals, makes sure that an entry is submitted for this pamphlet.

8.2. The Services commander or director or a designated official at small installations without Services personnel:

- Is responsible for the accuracy of meals and lodging availability data for the base.
- Immediately reports any change in the base's data.
- ★Issues non-availability confirmation numbers to Air Force, Army, Navy, and Marine Corps travelers where facilities are not currently available.

9. Base FSO.

- Coordinates with the Services Squadron on all changes to this pamphlet to make sure the changes are necessary and correct.
- Uses the data in this pamphlet when computing travel entitlement.

Section D—Changes to Attachments 2 and 3

10. Changes and Updates. To change entries on the availability of facilities and installations, send a request for change directly to HQ AFSVA/SVFFS with an information copy to the MAJCOM/SVF and FSO. Send the change by message or data fax when that capability exists. RCS: HAF-SV(AR)7804 is assigned to this report. The emergency status code is C-3; the minimize code is NO.

- Report dining facility renovation dates to HQ AFSVA/SVFFS as soon as a firm closure or opening date is known.
- Change notices must state the correct or new entry for each column in the same format as in the attachments, using codes in table 1.
- Coordinate all changes with the FSO before release by the Services commander or director. Do not include temporary conditions (e.g., a change lasting fewer than 3 months) or statements of impracticability.

★11. Adding or Deleting Installations. To add or delete an installation from the attachments, the installation must send a request to the MAJCOM/SVF and HQ AFSVA/SVF, in turn. Submit the complete installation name and entries for each column in the same format as in the attachments, using codes in table 1. When a change occurs at a base and government quarters or meals are no longer available for travelers, bases must issue a non-availability confirmation number obtained from the lodging office for quarters and/or meals until official changes to AFPAM 34-602 are published. Official changes will apply retroactively to the date when the quarters and/or meals became unavailable.

Table 1. Codes Used in Attachments 2 and 3.

Code	Explanation
M	Morning meal (0700)
N	Noon meal (1200)
E	Evening meal (1800)
yes	Quarters available
yes*	Contract quarters only
no	Quarters or meal not available
all	Meal available every day
1	Meal available Sunday
2	Meal available Monday
3	Meal available Tuesday
4	Meal available Wednesday
5	Meal available Thursday
6	Meal available Friday
7	Meal available Saturday
8	Meal available US Holiday
9	Meal furnished will be the cost of a US Government meal and under terms of a contract as defined in JFTR, Volume 1, paragraph U4125-A3b, and U4125-A3g, Deductible Meals.
10	All meals and lodging will be provided at no cost to the traveler for all DoD and Non-DoD official TDY personnel while on station. Locations are now operated by a contractor, with no permanent party military or DoD civilians assigned. (Reimbursement of O&M funds expended for food and lodging will be via support agreements in lieu of collection from the individual traveler.

PATRICK O. ADAMS, Brig General, USAF
Director of Services

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS***References***

Joint Federal Travel Regulations, Volume 1
Joint Travel Regulations, Volume 2
AFI 34-401, *Food Service Management Program*
AFI 34-601, *Air Force Lodging Program*
AFH 32-1084, *Standard Facility Requirements Handbook*

Abbreviations and Acronyms

AAF–Auxiliary Air Field
AB–air base
ACC–Air Combat Command
AETC–Air Education and Training Command
AFB–Air Force Base
AFDW–Air Force District of Washington
AFMC–Air Force Materiel Command
AFCAT–Air Force Catalog
AFI–Air Force Installation
AFI–Air Force Instruction
AFR–Air Force Regulation
AFRES–Air Force Reserve
AFS–Air Force Station
AFSOC–Air Force Special Operations Command
AFSPC–Air Force Space Command
AFSVA–Air Force Services Agency
AIA–Air Intelligence Agency
AMC–Air Mobility Command
ANG–Air National Guard
ARB–Air Reserve Base
BX–base exchange
CONUS–Continental United States
DFAS–Defense Finance and Accounting Service
FSO–Financial Services Office
IAP–International Airport
JFTR–Joint Federal Travel Regulations
JTR–Joint Travel Regulations
M&IE–meals and incidental expenses
MAJCOM–Major Command
NAS–Naval Air Station
NCO–noncommissioned officer
NORAD–North American Aerospace Defense
PACAF–Pacific Air Force
PMEC–Professional Military Education Center
RAF–Royal Air Force
SV–Services
SVF–Directorate of Financial Management and Comptroller
SVFFS–Directorate of Financial Management and Comptroller, Troop Support Branch
TDY–temporary duty
USAFA–United States Air Force Academy
USAFE–United States Air Force in Europe
VAQ–Visiting Airman Quarters
VOQ–Visiting Officer Quarters

DIRECTORY--CONUS LOCATIONS

Table A2.1. ★Directory--CONUS Locations.

Locations (Command)	TDY Officers	TDY Enlisted	TDY Officers, Enlisted, & Civilians		
	Govt Qtrs	Govt Qtrs	Govt Meals		
			(M)	(N)	(E)
	(1)	(2)	(3)	(4)	(5)
Altus AFB OK (AETC)	yes	yes	all	all	2-6
Andrews AFB MD (AMC)	yes	yes	all	all	2-6
Arnold AFB TN (AFMC)	yes	yes	no	no	no
Barksdale AFB LA (ACC)	yes	yes	all	all	all
Beale AFB CA (ACC)	yes	yes	all	all	all
Bergstrom AFB TX (AFRES)	yes	yes	no	no	no
Bolling AFB DC (AFDW)	yes	yes	all	no	all
Brooks AFB TX (AFMC)	yes	yes	all	all	all
Buckley ANGB CO, 2CS (AFSPC)	no	no	no	all	all
Cannon AFB NM (ACC)	yes	yes	all	all	all
Charleston AFB SC (AMC)	yes	yes	all	all	all
Chicago O'Hare ARB (AFRES)	yes*	yes*	no	no	no
Columbus AFB MS (AETC)	yes	yes	all	all	2-6
Davis-Monthan AFB AZ (ACC)	yes	yes	all	all	all
Dobbins AFB GA (AFRES)	yes	yes	no	no	no
Dover AFB DE (AMC)	yes	yes	all	all	2-6
Dyess AFB TX (ACC)	yes	yes	all	all	all
Edwards AFB CA (AFMC)	yes	yes	all	all	all
Eglin AFB FL (AFMC)	yes	yes	all	all	all
Ellsworth AFB SD (ACC)	yes	yes	all	all	all
Fairchild AFB WA (ACC)	yes	yes	all	all	all
Fairchild AFB WA Survival School (ACC)	yes	yes	all	all	all
Falcon AFB CO (AFSPC)	no	no	all	all	all
Fort Meade MD (AIA)	yes	yes	all	all	all
F E Warren AFB WY (AFSPC)	yes	yes	all	all	all
Gila Bend AAF AZ (AETC)	yes	yes	no	no	no
Goodfellow AFB TX (AETC)	yes	yes	all	all	2-6

Locations (Command)	TDY Officers	TDY Enlisted	TDY Officers, Enlisted, & Civilians		
	Govt Qtrs	Govt Qtrs	Govt Meals		
			(M)	(N)	(E)
	(1)	(2)	(3)	(4)	(5)
Grand Forks AFB ND (AMC)	yes	yes	all	all	all
Grtr Pittsburgh IAP PA (AFRES)	yes	yes	no	no	no
Grissom ARB IN (AFRES)	yes	yes	no	no	no
Gunter AFB AL (AETC)	yes	yes	all	no	all
Hanscom AFB MA (AFMC)	yes	yes	all	all	all
Hill AFB UT (AFMC)	yes	yes	all	all	all
Holloman AFB NM (ACC)	yes	yes	all	all	all
Homestead Air Reserve Base (AFRES)	yes	yes	no	no	no
Hurlburt Fld FL (AFSOC)	yes	yes	all	1,7,8	1,7,8
Indian Springs AAF NV (ACC)	yes	yes	all	all	all
Keesler AFB MS (AETC)	yes	yes	all	no	all
Kelly AFB TX (AFMC)	yes	yes	all	all	all
Kirtland AFB NM (AFMC)	yes	yes	all	no	all
Lackland AFB TX (AETC)	yes	yes	all	all	all
Lackland Training Annex (AETC)	yes	no	all	all	all
Langley AFB VA (ACC)	yes	yes	all	all	2-6
Laughlin AFB TX (AETC)	yes	yes	all	all	2-6
Little Rock AFB AR (AMC)	yes	yes	all	all	all
Los Angeles AFB CA (AFMC)	yes	yes	no	no	no
Luke AFB AZ (AETC)	yes	yes	all	all	2-6
MacDill AFB FL (ACC)	yes	yes	all	all	all
Malmstrom AFB MT (AFSPC)	yes	yes	all	all	all
Maxwell AFB AL (AETC)	yes	yes	all	no	all
McChord AFB WA (AMC)	yes	yes	all	all	all
McClellan AFB CA (AFMC)	yes	yes	all	all	all
McConnell AFB KS (AMC)	yes	yes	all	all	all
McGhee Tyson Aprt TN P MEC (Students and Instructors only) (ANG)	yes	yes	all	all	all
McGuire AFB NJ (AMC)	yes	yes	all	all	all

Locations (Command)	TDY Officers	TDY Enlisted	TDY Officers, Enlisted, & Civilians		
	Govt Qtrs	Govt Qtrs	Govt Meals		
			(M)	(N)	(E)
	(1)	(2)	(3)	(4)	(5)
Minn-St Paul IAP MN (AFRES)	yes	yes	no	no	no
Minot AFB ND (ACC)	yes	yes	all	all	all
Moody AFB GA (ACC) (*Closed for renovation)	yes	yes	*	*	*
Mountain Home AFB ID (ACC)	yes	yes	all	all	all
Nellis AFB NV (ACC)	yes	yes	all	1-7	all
Niagara Falls IAP NY (AFRES)	yes	yes	no	no	no
NORAD Combat Ops Ctr Cheyenne Mt. CO	no	no	all	all	all
Offutt AFB NE (ACC)	yes	yes	all	all	all
Gen Mitchell IAP WI (AFRES)	yes*	yes*	no	no	no
Patrick AFB FL (AFSPC)	yes	yes	all	all	all
Peterson AFB CO (AFSPC)	yes	yes	all	all	all
Portland IAP OR (AFRES)	yes*	yes*	no	no	no
Pope AFB NC (ACC)	yes	yes	all	no	all
Randolph AFB TX (AETC)	yes	yes	all	all	all
Reese AFB TX (AETC)	yes	yes	all	all	all
Robins AFB GA (AFMC)	yes	yes	all	all	all
Scott AFB IL (AMC)	yes	yes	all	all	all
Selfridge ANG MI (AFRES)	yes*	yes*	no	no	no
Seymour Johnson AFB NC (ACC)	yes	yes	all	all	2-6
Shaw AFB SC (ACC)	yes	yes	all	all	all
Sheppard AFB TX (AETC)	yes	yes	all	no	all
Tinker AFB OK (AFMC)	yes	yes	all	all	all
Travis AFB CA (AMC)	yes	yes	all	all	all
Tyndall AFB FL (AETC)	yes	yes	all	all	all
USAF Academy CO (USAFA)	yes	yes	all	all	all
Vance AFB OK (AETC)	yes	yes	no	no	no
Vandenberg AFB CA (AFSPC)	yes	yes	all	all	all
Westover ARB MA (AFRES)	yes	yes	no	no	no
Whiteman AFB MO (ACC)	yes	yes	all	all	all

Locations (Command)	TDY Officers	TDY Enlisted	TDY Officers, Enlisted, & Civilians		
	Govt Qtrs	Govt Qtrs	Govt Meals		
			(M)	(N)	(E)
	(1)	(2)	(3)	(4)	(5)
Willow Grove ARB (AFRES)	yes*	yes*	no	no	no
Wright Patterson AFB OH (AFMC)	yes	yes	all	all	all
Youngstown Municipal Airport OH (AFRES)	yes	yes	no	no	no

DIRECTORY--OVERSEAS LOCATIONS

Table A3.1. ★Directory--Overseas Locations.

[illegible]

[illegible]

[illegible]